



SENIOR EXECUTIVE SERVICE VACANCY ANNOUNCEMENT

United States Patent and Trademark Office

ANNOUNCEMENT NUMBER: TF-06-0141
OPENING DATE: September 25, 2006
CLOSING DATE: October 30, 2006

TITLE, SERIES, AND GRADE

Deputy Chief Financial Officer

ES-505

Salary from \$109,808 to \$152,000

*(Maximum base salary limit may be increased to \$165,200 when the Agency's SES performance management system is certified by the Office of Personnel Management (OPM) and the Office of Management Budget (OMB).

VACANCY LOCATION

United States Patent and Trademark Office

Office of the Chief Financial Officer

Alexandria, Virginia

WHO MAY APPLY

All Qualified Candidates (U.S. citizenship required)

NOTES:

- Must complete 1 year SES probationary period, if not previously completed.
- Selectee will be subject to Federal Executive Personnel Financial Disclosure Report (Standard Form 278) requirements.
- Successful completion of a background investigation is required.

AGENCY SUMMARY:

The United States Patent and Trademark Office (USPTO), a cutting-edge organization dealing with intellectual property issues around the world, is seeking a high performing professional to join its Senior Executive Team as the Deputy Chief Financial Officer (DCFO). Desirable qualifications are at least ten years experience in the financial management field, an advanced degree, such as a Master's in Business or Public Administration, and experience managing in a fee-for-service environment.

The USPTO is a fully user fee-funded organization with an annual budget in excess of \$1.6 billion and approximately 7,600 employees comprised largely of engineers, scientists, and attorneys. Because of the increase in workload, we plan to hire 1,000 new patent examiners this year and each subsequent year for the foreseeable future. The USPTO operates as a performance-based organization; has received an unqualified audit opinion for thirteen consecutive years; formulates a performance-based budget; relies on performance-based contracting; has an award-winning performance reporting program; and is transitioning to electronic end-to-end processing of both patent and trademark applications. The USPTO is located at its new state-of-the-art headquarters in Alexandria, VA.

DUTIES:

The DCFO serves as a principal advisor to the Chief Financial Officer (CFO) with responsible for long-range planning for and integration of financial, budget, and procurement services. Oversees all financial management activities relating to the USPTO programs and operations. Develops and maintains an integrated agency accounting and financial management systems, including financial reporting and internal controls. Directs, manages, and provides policy guidance and oversight of USPTO financial management personnel, activities and operations through the Office of Budget, the Office of Finance, and the Office of Procurement. Monitors the financial execution of the budget and prepares timely cost and performance reports to senior managers. Prepares and transmit an annual report to the Under Secretary and Director of USPTO and the Director of the Office of Management and Budget. Participates in USPTO-wide information technology councils and decisions, and USPTO-wide procurement policy councils.

QUALIFICATION REQUIREMENTS: Applicants must possess senior level management and technical experience, which has equipped the applicant with the knowledge and skills required for effective performance of the specific duties of the position. **Applicants must clearly demonstrate in their application materials that they possess managerial attributes in the five Senior Executive Service (SES) Executive Core Qualifications (ECQs) and the Professional/Technical Qualifications (PTQs).** Using plain sheets of paper, please address the five ECQs and each PTQ listed below. Failure to address each qualification factor may have an impact upon your ranking. Each response should include a brief summary of the applicant's executive experience in relation to the specific ECQs and PTQs and specific examples of accomplishments. Responses to ECQs must not exceed 10 pages.

It is advisable for applicants to follow the model below in preparing your ECQ narrative:

- Challenge - describe a specific problem or goal.
- Context - describe the people and/or environment in which you worked to address the particular challenge.
- Action - discuss the specific actions you took.
- Result - give specific examples of the results of your action.

For additional guidance, including the competencies and key characteristics, applicants should visit the Office of Personnel Management's (OPM's) Guide to Senior Executive Qualifications located at: <http://www.opm.gov/ses/handbook.asp>.

Note: Current/former career SES members or graduates of an Office of Personnel Management (OPM) approved SES Candidate Development Program who's ECQs have been certified by OPM must address the PTQs, but need not address the ECQs.

SES Executive Core Qualification

ECQ 1 - Leading Change: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

ECQ 2 - Leading People: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

ECQ 3 - Results Driven: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that

produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

ECQ 4 - Business Acumen: This core qualification involves the ability to manage human, financial, and information resources strategically.

ECQ 5 - Building Coalitions: This core qualification involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Professional/Technical Qualifications:

1. Demonstrated comprehensive knowledge of and experience with a full range of Financial Management functions and responsibilities including budget development and execution, accounting principles and reporting, measuring organizational performance, operation of financial and related systems to support processes and internal management control.
2. Skill in organizing, leading and managing a large multi-disciplinary organization (including line authority of substantial programs).
3. Demonstrated ability at the decision-making level, to prepare long-range and annual organizational plans, conduct periodic reviews to monitor progress and, if necessary initiate remedial action.
4. Ability to effectively communicate financial, budgetary and procurement issues and information to audiences such as USPTO executives, Administration officials, Congressional staff and customer groups.

EVALUATION OF CANDIDATES: Candidates are evaluated by an executive rating panel based on the degree to which they meet the SES ECQs and the PTQs, considering the applicant's education, work-related experience, training, awards, professional recognition and performance appraisals as set forth in the materials submitted by the candidates, and, if needed, upon a panel interview.

Once a selection is made, the selectee's ECQs will be forwarded to OPM for approval by an independent Qualifications Review Board, unless the selectee is a current or former SES career executive or has successfully participated in an OPM approved SES Candidate Development Program.

BENEFITS:

As a federal employee, you may be eligible to participate in the following benefits programs:

1. Federal Employees' Health Benefits (FEHB) Program
2. Federal Employees' Group Life Insurance (FEGLI)
3. Federal Long Term Care Insurance Program (FLTCIP)
4. Flexible Spending Account
5. Retirement Benefits
6. Thrift Savings Plan
7. Public Transportation Subsidy
8. Federal Holidays
9. Leave (Annual and Sick)

10. Flexible Work Schedule

Required Documents: must be **received** in the Office of Human Resources by **October 30, 2006**.

A resume or OF-612, Optional Application for Federal Employment.

A narrative describing your experience (specific tasks) and accomplishments against the five the SES Executive Core Qualifications

A narrative describing your experience, education, and training, etc., in relation to each of the Professional/Technical Qualifications.

Copy of most recent performance appraisal (optional).

FOR SPECIFIC INFORMATION ABOUT THE ANNOUNCEMENT CALL:

Teresa Floyd, (571) 272-8958

TTD# (800) 828-1120 or Relay System

WHERE TO APPLY IN PERSON:

United States Patent and Trademark Office
Office of Human Resources
Elizabeth Townhouse, Suite 1A79
550 Elizabeth Lane
Alexandria, VA 22314

WHERE TO SUBMIT BY MAIL:

United States Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO SUBMIT BY E-MAIL:

USPTOExecutiveRecruitment@USPTO.GOV

United States Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.

Amended 3-20-06

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

Rev4/95

I. HOW TO APPLY

CANDIDATES may submit a resume, OF-612, Optional Application for Federal Employment, or any other written format you choose. A narrative specifically addressing the five the SES Executive Core Qualifications and the Professional and Technical Qualifications.

REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, TO ASSURE CONSIDERATION, THE FOLLOWING INFORMATION SPECIFIED IN ITEMS 1-5 BELOW MUST BE PROVIDED. FAILURE TO PROVIDE ANY OF THIS INFORMATION MAY LEAD TO NON-CONSIDERATION FOR THIS POSITION.

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes).
 - b. Social security number.
 - c. Country of citizenship.
 - d. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received.
If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours.
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal).
 - b. Duties and accomplishments.
 - c. Employer's name and address.
 - d. Supervisor's name and telephone number.
 - e. Starting and ending dates (month and year).
 - f. Hours per week.
 - g. Salary.
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year).
 - b. Job-related skills, i.e., other languages, computer hardware/software, etc.
 - c. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - d. Job-related honors, awards and special accomplishments, i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc. Give dates but do not send documents unless requested.

II. GENERAL INFORMATION

1. Applicants must apply at their own expense; applications mailed in government postage-paid envelopes will not be considered.
2. Applicants must ensure that their complete application is received in the Office of Human Resources no later than the closing date of the vacancy announcement.
3. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
4. Applicants must be citizens of the United States (or owe allegiance to the United States).
5. Veterans preference is not applicable for the SES.
6. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
7. Applications will not be returned to applicants.
8. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
9. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, USC sections 3302 and 3360.
10. Candidates outside of the PTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.